

Technical Proposal Portfolio Management Task Order 15-002

Title: Development of Dashboard Solutions for DOE-ORP Projects and Programs

Revision Number: 0

Start: January 6, 2015

Finish: September 30, 2015

1.0 DESCRIPTION

Mission Support Alliance, LLC (MSA) Portfolio Management (PFM) will provide U.S. Department of Energy (DOE), Office of River Protection (ORP) support in the Development of Dashboard Solutions for DOE-ORP Projects and Programs. PFM will develop integrated dashboard solutions working with DOE-ORP technical subject matter experts. The dashboards will reflect ORP design requirements and will provide visual display of performance information in table formats and graphs with drill-down capability. Dashboards will be implemented as user-friendly, web-based tools to consolidate and deliver existing ORP information from a “single-source” location and will be developed on a Dundas software platform. Data sources may include E-Stars, Microsoft SharePoint information, ORP databases, and web page links. Due to the expansive nature of this effort, including the need to develop performance parameters and content for several different focus areas, this effort is proposed to be accomplished in phases. Phase 1, included in this proposal, will address the initial efforts required to establish an ORP dashboard concept/framework, initial content ideas and data configuration. This phase covers the project planning, software development, database configuration and documentation necessary, and is delineated into two sub-phases, Phase 1a and Phase 1b, as described below.

Phase 2 will be developed upon completion of Phase 1a and 1b activities and will result in submitting a technical proposal and cost estimate once the requirements as determined in Phase 1a and 1b activities are defined.

Phase 1a – Main ORP Dashboard

- Develop dashboard layout using design elements agreed on with DOE-ORP management
- Provide photo gallery functionality
- Provide drill-down capability for nine initial Focus Areas using SharePoint integration and access to existing documents/reports
- Define SharePoint performance measurement content to feed dashboard. Activate Hotlinks with information provided by customer
- Specific tasks to include:
 - Requirements Elicitation and Documentation
 - Dashboard Development
 - SharePoint Development
 - Issue Tracker Development
 - Testing
 - Deployment
 - Project Management

This effort is targeted for completion by January 15, 2015.

Phase 1b – Content Management and Process Definition

Perform elicitation with nine Focus Area points of contact to define dashboard content, performance parameters and information sources.

Specific tasks to include:

- Requirements Elicitation and Documentation
- Performance Measure Definition
- Performance Measures
- Project Management

This effort will begin in January 2015 and is targeted for completion by March 31, 2015.

These services will be performed in accordance with Contract DE-AC06-09RL14728, C.2.5, Portfolio Management, and will meet milestones and delivery schedules as established with DOE.

2.0 DELIVERABLES

Mission Support Alliance (MSA) Portfolio Management (PFM) will ensure that duties are performed in a competent, professional manner that meets established milestones and delivery schedules as determined by the DOE-ORP Point of Contact (POC) and PFM. Requirements will be documented in accordance with PFM dashboard procedures. Over the course of the project, deliverables include the following:

- Complete Requirements documentation.
- Dashboard Design documentation and reviews with DOE.
- SharePoint and data configuration documentation and reviews with DOE.
- Routine Focus Area content development meetings.
- Provide a weekly report to the DOE-ORP POC with interface meetings to review progress.
- Provide training and presentations as required to inform DOE-ORP staff of the operations and capabilities of the dashboards.

3.0 ASSUMPTIONS AND CONSTRAINTS

- Any additional hardware purchases, additional server upgrades, or additional annual server costs are not included in this proposal. Existing servers and Dundas will be used for initial dashboard design.
 - Services will be provided on a 40 hour work week. Prior written authorization will be requested from the Contracting Officer for all additional hours and the additional hours will be coordinated with the DOE-ORP POC in advance. After hour or weekend support must be coordinated in advance including impact to cost and/or schedule.
 - Phase 2 requirements, technical proposal and cost estimate will be developed upon completion of Phase 1a and 1b activities.

- It is understood that the following individuals are allowed to request services on this request:
 - *Gigi Branch*
 - *Laurette Beitz*
 - *Tim Corbett*
 - *Ben Ellison*
 - *Jonathon Dowell*

MSA Technical POC: Lynn Tanasse / David Borders / Morris Legler
MSA Finance POC: Andrew Davis